

Evaluation

The issuing of certificates about incarceration and persecution as well as the investigations regarding missing persons are the main tasks of the ITS.

All inquiries that come in are registered and then sent on into the respective course of processing.

In the Central Index of Names, the "key to the ITS-archives", files, the so-called T/D-cases, are opened to which all reference cards extracted for a certain person are added.


The Central Index of Names is an index that is arranged according to an internal alphabetical-phonetical system, especially for the concerns of the ITS. Soon after the work had been taken up, it became obvious that the predominantly foreign names had already been misspelled at the registration - that was carried out in most cases by persons who did not command the German language. This fact gave rise to the idea to set up an alphabetical-phonetical filing system. The opposite example for possible spellings of the "simple" name Schwarz shows clearly how important this specific system is for the daily work.

Afterwards, the T/D-cases to which the reference cards have been added are passed on to the archives sections where the list material is consulted and the respective individual documents are extracted. Depending on the processing, the Photo Laboratory, the Translation Service, etc. as well as the Case Distribution are to be called in. If the particulars given

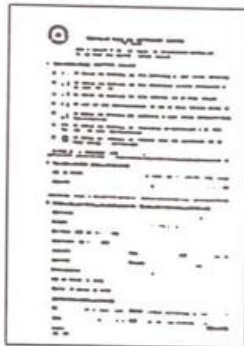
by the inquirer are incomplete and if records are missing, the ITS makes check-back inquiries or initiates investigations: with the inquirer him/herself, at authorities, organizations, firms, etc.

All information taken from the available documents is issued in writing in the form of reports or Excerpts from Documents to inquirers who are entitled to receive it.

Inquiry

A thumbnail image of an inquiry form. It contains several paragraphs of text and a small rectangular box at the bottom right corner.

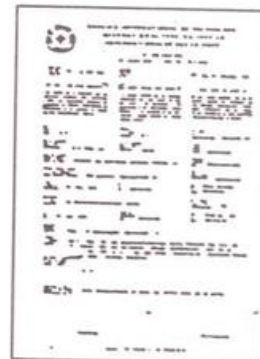
Questionnaire

A thumbnail image of a questionnaire form. It features a circular logo at the top left, followed by a list of questions and several lines of text for answers.

Report

A thumbnail image of a report form. It includes a circular logo at the top left and contains several paragraphs of text.

Excerpt from Documents

A thumbnail image of an excerpt from documents form. It features a circular logo at the top left and contains multiple columns of text.